

### **ATTACHMENT A**

The following paragraphs describe the types of records and the subjects covered by this notice:

Documents and Things Defined. Documents and things shall include the original, all non-identical copies, and all drafts of all recorded communications or information of any kind anywhere in the world, whether on paper, videotape, audiotape, disk, in computer medium, by electronic mail, and/or any other storage medium, including but not limited to writings, drawings, graphs, charts, photographs, motion picture films, phonograph records, tape and video recordings, computer data, records, correspondence, memoranda, reports, studies, minutes, pamphlets, notes, letters, telegrams, messages (including reports, notes and memoranda of telephone conversations and conferences), calendar and diary entries, records, data compilations, petitions, patents, advertisements and other data compilations from which information can be obtained and translated, if necessary, into reasonably usable form. All attachments and/or enclosures to a document will be deemed to be part of such document.

Scope. This request includes all documents and things containing information that may be relevant to, or may lead to the discovery of information relevant to, the following:

- Manufacturing methodology, testing, marketing in the United States, sale in the United States and/or composition and properties of tobacco, tobacco products, paper, filters or any other materials contained in, relating to, or used in the manufacturing, testing, marketing in the United States, sale in the United States and/or composition and properties of tobacco and tobacco products.

#### Additional Instructions.

- You must preserve all records described above that were written or generated after January 1, 1920.
- If any records falling within the definition above are sent outside of the United States, you must maintain either the original or a true copy within the United States.

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